

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Wednesday, June 14, 2017

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, June 14, 2017** in the James R. Thompson Center, 100 West Randolph Street, and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at 2:00 p.m.

ROLL CALL

Board members present (3):

Springfield: Pam Blackorby, present

Chicago: Karla Schreiber, present
Sam Dorger, present

Other staff: Rocco LaSalvia, State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary
Tad Huskey, Deputy Chief Accounting

Old Business

None

New Business

Fiscal Year 2018 Auto Physical Damage Coverage Policy Renewal

Rocco LaSalvia, SPO explained Office Services is seeking to renew automobile physical damage coverage policy for designated OAG fleet vehicles. Last year, Office Services attempted to secure cost information through CMS - Risk Management, under the state contract with the designated broker Mesirow Financial, a broker who secures pricing from various insurers.

Office Services received quotes that ranged from \$24,000 to \$42,000.00, well in excess of the premiums the OAG had paid previously. This year, only Westfield was able to provide the Office with a cost of \$7,795.00 to renew the coverage of twenty-nine (29) vehicles under our policy. The coverage term is July 1, 2017 through June 30, 2018.

Office Services will execute a purchase order with Westfield to provide physical damage coverage during FY2018.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Fiscal Year 2018 Dell Server, Power Edge Annual Maintenance

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to renew the hardware support agreements on several Dell Power Edge Servers which accommodates all the Office network software applications.

The office routinely secures support for these devices to ensure minimal disruption to the daily operations. If any part of this infrastructure fails, Dell would quickly respond and provide support or replacement parts as needed 24 hours a day, 365 days a year.

Office Services will secure this purchase under a CMS Master Contract # 2583920C which is set to expire in October. The maintenance term is from July 1, 2017 through October 4, 2017. Office Services was told that Dell and CMS are working on a new master contract. The total cost for this term is \$7,981.19.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Fiscal Year 2018 Postage Funds for Pitney Bowes Reserve Account - Chicago

Rocco LaSalvia, SPO explained, Office Services requires FY18 funding for the Chicago Pitney Bowes Postage Meter Reserve Account. Periodically, throughout each fiscal year, Office Services initiates requests to secure funds for the meter to accommodate anticipated postage needs.

Office Services will execute a purchase order with Pitney Bowes to secure postage for the Chicago Office. The total anticipated amount needed for the Chicago account is: \$130,000.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Fiscal Year 2018 US Postage Funds - Springfield

Rocco LaSalvia, SPO explained, Office Services requires FY18 funding for the Hasler W1220 Postage Meter, Account #127486 located in the Springfield Office.

Periodically, throughout the fiscal year, Office Services initiates requests to secure funds for the meter to accommodate anticipated postage needs.

Office Services anticipates that the Office will require up to \$60,000.00 for FY2018. Office Services will execute a purchase order with the US Postal Service up an amount of \$60,000.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Fiscal Year 2018 US Postage Funds – Downstate Offices

Rocco LaSalvia, SPO explained, Office Services requires FY18 funding for the downstate OAG Office Pitney Bowes Meter Reserve Account. There are six (6) meters under this account located in the following offices: Montvale, Carbondale, Rockford, Champaign, Metro-East and Quincy. Periodically, throughout each fiscal year, Office Services requested to secure funds for the meter account to accommodate anticipated postage needs.

Office Services will execute a purchase order with US Postal Service to secure funding for the Pitney Bowes Account that supplies postage to the meters for the downstate offices. The total anticipated amount needed is: \$23,000.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Fiscal Year 2018 Copy Paper Purchase

Rocco LaSalvia, SPO explained, Office Services will need to purchase copy paper throughout Fiscal Year 2018. The CMS Master Contract #4017647 with Midland Paper is set to expire February 7, 2018. Office Services anticipates purchasing up to seventy nine (61) skids of paper from July 1, 2017 through February 7, 2018.

Office Services will execute a purchase order that will allow the Office to purchase the paper supply through Midland Paper, the CMS awarded vendor. The anticipated expenditure amount during this term, based on contract pricing, is \$80,998.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Fiscal Year 2018 General Office Supplies

Rocco LaSalvia, SPO explained, Office Services is seeking to secure funding for the purchase of General office supplies statewide. Each year Office Services requests funds to purchase supplies from the CMS Master Contract awarded to P D Morrison Enterprises, Inc. (PDME), however, due to the budget impasse, PDME has frequently suspended all state of accounts, including the OAG even though the OAG has processed payments. The PDME contract is set to expire in August 2017.

As a result, Office Services prepared an IFB Posting and placed it on the Illinois Procurement Bulletin in an effort to determine if there are other vendors that can provide cost information for core supplies. The posting included a spreadsheet detailing the core supply products the office routinely stocks and the anticipated quantities needed for each item listed. Office Services also requested that each responding vendor provide costs and/or discount rates for those items outside the core item supply spreadsheet; items such as filing units, desks, various chairs, etc.

Office Services received two (2) responses to the IFB from Atlas Stationers and Midwest Office Supply. A review was conducted and Office Services has identified which vendor source is less expensive for each respective item posted.

Based on the review Office Services recommends OAG secure a contract in the amount of \$92,100.00 with Atlas Stationers, and a contract in the amount of 18,200.00 with Midwest Office Supply.

If CMS establishes a master contract for office supplies with a dependable vendor, Office Services will review their products and costs to determine if further cost savings can be achieved.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Fiscal Year 2017 Purchase of Various Cisco Switches

Rocco LaSalvia, SPO explained the Chief Technology Officer submitted a request to replace all of the Cisco switches which does include the operating software and initial service/support. These switches are the backbone to OAG network; these devices allow the computers, printers, scanners, etc. to communicate with each other.

The Office routinely secures support and maintenance for the switches. Information Technology staff must have the ability to replace faulty switches quickly to ensure minimal disruption to network operations and have a resource to provide technical support to troubleshoot communication problems as they occur.

Information Technology has indicated that all of the network switches have reached the end of life cycle. This purchase is available through CMS Master with CDW-G at a cost of \$551,256.45.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Public Comment:

Karla Schreiber, Chairperson asked if there were any public comments. No public comment.

Adjournment:

There being no further business to come before the PPCMB Board, Sam Dorger moved and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Sam Dorger and Pam Blackorby

The meeting adjourned at 2:13 p.m.